

# Office of State Publishing

# Memorandum

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**Date:** March 6, 2006

**To:** All Department Directors  
All Department Business Services Officers  
All DGS Office Chiefs

**From:** Department of General Services  
Office of State Publishing

**Subject:** Standard Forms Pilot Program

The Department of General Services, (DGS), Forms Management Center, (FMC), at the Office of State Publishing, (OSP), is implementing the DGS Electronic Forms Pilot Program. The pilot program was developed in response to our customers requesting enhanced capabilities for their electronic forms. The program offers five popular State Standard (STD.) forms (listed below), enhanced with Adobe Reader Extensions software. Adobe Reader Extensions allow end-users the ability to save filled-in data by using the *free* Adobe Reader version 7 software via their Personal Computers.

**Pilot Program Forms:**

- 1) STD. 65, Purchase Authority Purchase Order
- 2) STD. 65A, Purchase Authority Purchase Order Continuation
- 3) STD. 66, Purchase Estimate
- 4) STD. 66A, Purchase Estimate Continuation, and
- 5) STD. 67, Publishing Order

These enhanced forms are offered within a test environment in order to assess and evaluate form functionality, data saving features, and enhancements such as emailing capabilities, and adding customized notes. By utilizing these enhanced form features during the pilot program, your departmental staff should be able to streamline and complete administrative processes more efficiently and timely.

The pilot program is scheduled to last for approximately three months, beginning March 2006 and ending May 2006. The pilot program website address is <https://www.calforms.dgs.ca.gov>. All relevant program information and instructions are contained on the website. In order to maximize participation, would you please forward this announcement to your appropriate staff (i.e. Forms Coordinators, Business Services Officers, Procurement Administrators, etc.).

At the conclusion of the pilot, DGS will forward a survey to registered end-users who have used the pilot forms. Survey feedback from departments will be used to identify, address,

and disseminate future information pertaining to the implementation of a statewide program offering similar advanced technology for all applicable STD forms.

If your staff has any questions pertaining to this website and the pilot forms, they can contact Coy Granderson, Pilot Forms Coordinator at (916) 323-0311 or at [formsmanagement@dgs.ca.gov](mailto:formsmanagement@dgs.ca.gov), Attention: Pilot Forms Coordinator. If you would like to talk to me I can be reached at (916) 445-5378.

The Office of State Publishing appreciates your support, cooperation, and assistance to ensure a successful pilot program.



Sincerely,  
Geoff Brandt  
State Printer